



# ADMINISTRATIVE NOTES

Newsletter of the Federal Depository Library Program

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## 1993 Federal Depository Conference

### Federal Depository Library Program Seminar

Rosslyn Westpark Hotel  
Arlington, VA  
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#### GPO: Moving to an Electronic World

##### Remarks by Wayne P. Kelley Superintendent of Documents

Good morning and welcome to the 1993 Federal Depository Conference!

Mike DiMario, the Acting Public Printer, spoke earlier on Monday to a meeting of Regional Librarians. Mike is out of town and unable to be here today, but he has asked me to convey to you his personal commitment to the Depository Library Program. As a former Superintendent of Documents, Mike has a good understanding of the program and a keen interest in its goals.

I'm told there are more depository librarians here today than there will be at any other meeting this year, and that is a good thing, because we have much to discuss.

We are meeting as a new President takes his program to Congress; as our Senators and Representatives seek answers to complex issues--the national deficit, health care reform, taxes.

We in the depository community face our own challenges. How many of you have had a budget cut recently within your library?

We face a time of limited resources.

How many of you expect the demand for information in electronic formats to grow?

We face a time of technological change.

We have worked together as partners, GPO and depository libraries, for 98 years. How many believe we should reexamine and improve our relationship?

We face a time of organizational change.

The theme of our conference, "Effective Library Networking," sets the stage for a wide range of discussions, but this morning I am going to focus on one topic: "Moving Into An Electronic World."

I'm going to start out with a story. It is one of my favorites because it is short, and contains an important message.

*Right now we have no clearly stated Federal Government Information Policy. And the tough question is this: As the volume of information in electronic formats grows exponentially -- What does the American public need?*

--Wayne P. Kelley

In 1946, Gertrude Stein, the noted essayist and critic, was on her death bed in a Paris hospital. She emerged momentarily from unconsciousness and recognized her long-time friend Alice B. Toklas. "What is the answer," Stein asked Toklas in a whisper? There was no response. Toklas was at a loss for words. "Well, then," demanded Stein impatiently, "What is the question?"

In this era of electronic information, we all have answers. Sometimes we quote the law, if it is on our side. If it isn't, we quote people who agree with us. If it's hard to find people who agree with us, we practice management by loophole-- doing what isn't specifically prohibited. Or maybe, sometimes, like Gertrude Stein, we simply talk to ourselves.

But Gertrude was right, you know. Answers are worthless unless you ask the right questions.

Right now we have no clearly stated Federal Government Information Policy. The tough question is this: As the volume of information in electronic formats grows exponentially-- what does the American public need?

Remembering, of course, that there is not just one American public--with identical needs. But many publics, all with different needs and different levels of sophistication. We have teachers and students, scientists and researchers, lawyers and accountants, business managers and workers, the highly educated and those with little education.

You could draw a chart and construct your own picture of our nation's many publics. Some of the key segments might be: Occupation, Education, Topics of Interest. Then you would have to subdivide each of these segments using factors such as: Computer Skills and Financial Resources.

Am I making this too complex? Not really. I have been in meetings where Government

Agency officials were praised by one group for distributing Compact Discs containing valuable scientific or technical information. Followed by another group who criticized the same officials because the disc was designed for scientists, not the general public.

I have heard praise for the value of government databases developed and sold by the private sector. Followed by criticism that only the affluent could afford them.

I have heard praise for the distribution of data with inexpensive software, and criticism that the same product was "brain dead."

We have all heard claims that converting large publications from paper to electronic formats will save money. Followed by warnings that we must not abandon paper or we will create an electronic "information elite."

*How do we serve the needs of many, diverse publics-- without adding to confusion, without duplicating efforts, and without multiplying costs?*

--Wayne P. Kelley

So the question is this: How do we serve the needs of many, diverse publics--without adding to confusion, without duplicating efforts, and without multiplying costs?

Let's add another question. The Government spends billions annually gathering information. Publishing and distributing it costs money. But money is scarce. So here is the question:

"If We Must Cut Costs, Why Should We Spend More?"

Here is one good reason. Because the value received exceeds the cost.

Even in these days of dramatic corporate downsizing, most business executives would agree with that. If spending money improves productivity or profits, they will do it.

How does this apply to Government information? A lot depends on how you define "value." The Government cannot, and should not, define value strictly in terms of productivity or profit.

Dissemination of information is a critical part of the mission of many agencies. How could the Environmental Protection Agency, for instance, carry out its mandate by keeping secret information about hazardous materials? Dissemination of the information has value to society.

A Government Agency, without creating a monopoly, may make its information available to a private sector business. That business may enhance the information and serve a particular market which needs the information to compete effectively. Creating jobs and making business competitive adds value to our society.

The American taxpayer, having paid billions to create government information, has a

right to see it. Has a right to expect the information will be used, wherever possible, to create value.

How does the Government go about using its information to add value, without going broke in the process? Excuse me. For a moment I forgot the 4 trillion dollar deficit. Without going more broke in the process?

Now we enter dangerous territory. We must set priorities, and make judgments. Since we cannot do everything at once, we must first do what makes the most sense.

That is not easy in the politically sensitive climate of the 1990s, when positions on policy issues are often influenced by large numbers of constituent groups with conflicting opinions -- and imprinted on the public consciousness daily by the media.

*The continuing growth of inside-Government distribution points makes obtaining Government publications steadily more difficult for even the well-informed.* --Wayne P. Kelley

Unless we are careful, we may succumb to deceptively easy solutions. This is the age of "spin experts" communicating through "sound bites" on talk shows. This environment makes it important for dedicated professionals like yourselves to take on the tough questions. Do the hard work. Map out your own future.

So I think the first step is to challenge ourselves. Ask the right questions about the information needs of the American public. Be wary of policies or legislation that ignore tough questions. That promote unnecessary duplication or turf wars. That serve narrow interests at the expense of higher priorities. That seek to solve other problems, unrelated to information needs.

That is what we are trying to do at the Government Printing Office. GPO is now embarked on one of the most important projects of its 130-year life. It is trying to transform itself from a printer to a multi-media disseminator of information products.

This transformation is crucial not because the survival of GPO depends on it -- printing should sustain the agency well into the next century. It is crucial because public access to Government information could erode into something resembling a Freedom-of-Information-type free-for-all.

The continuing growth of inside-Government distribution points makes obtaining Government publications steadily more difficult for even the well-informed. The chances of an ordinary citizen finding the publications he or she wants are becoming slimmer all the time. In the foreseeable future, we could find ourselves right back in the situation that faced the Government in the mid-19th century: every agency distributing its own publications according to its own needs and capabilities.

The solution in the 19th century was to formulate a policy. The policy established a single, central point for bibliographic information about, and access to, Government publications. The net result was reasonable access to print publications.

But with the development of electronic publishing, that policy has begun to fly apart. The reason is simple. Throughout Government it was decided that electronic information products were not publications for the purposes of Government publishing statutes.

There were a number of forces at work which contributed to making electronic products non-publications.

First, just at the time when meaningful computing was reaching the desktop, Information Resources Management was construed to be an end in itself rather than a tool for accomplishing other work. This had the effect of putting computer users, including agency publishing operations, in thrall to the computer room. Agency IRM people know very well how to work with GSA but have little, if any, experience with GPO. Because GSA is charged with administering computer service procurements, its inclination is to consider any publishing that involves databases an IRM operation.

Second, the publishing agencies saw in-house sales as a way of financing publishing operations when budgets began to shrink. Third, Congressional oversight and appropriations committees chose to ignore these sales activities because they permitted budgets to be further reduced. And fourth, the natural imperative of self control and self-determination leads Government agencies to attempt to find ways around requirements that they use other agencies to obtain goods and services they need. When they saw signs that it was OK to avoid GPO by publishing through their IRM operations, many large agencies took that path.

The interaction of these forces has thrown the Government publishing program into disarray. The 101st Congress passed 20 bills containing information policy provisions. The 95th through the 101st Congresses passed 337 Information Policy and Technology bills. And what is the result?

GPO is required to develop prices for its sales titles that are based on cost, while the National Technical Information Service is permitted to set prices to reflect the market value of the information. The Bureau of the Census is required to sell its reports at the cost of the materials and labor, while NOAA (the National Oceanic and Atmospheric Administration) is directed to price its products to recover all costs of data base management and compilation, as well as printing and distribution. NOAA is directed to return the proceeds of its sales to the U.S. Treasury, while Census is permitted to retain and spend them.

The Commerce Department is permitted to operate the Economic Bulletin Board to provide public access to information from several agencies while the Securities and Exchange Commission is prohibited from doing the same thing with its own data base.

Agencies produce CD-ROM discs through GPO, GSA, NTIS, and on their own. Electronic products are sold through GPO and/or NTIS, through the agencies' own sales program, through private vendors, or sometimes, within the largest agencies, by combinations of one or more.

Some electronic publications are sent to GPO for announcement in our Monthly Catalog and distribution to federal depository libraries. Some are not. We find electronic products being published through printing officers, IRM specialists, project managers, and even a few publishers.

Looking at the present situation and the forces that created it, I don't foresee adoption of a near-term Government-wide policy to improve the public's access to Government information.

So at GPO we are looking at ways to best translate our present mandate into the electronic dissemination age. To that end we are:

- making databases the first step in our production process, rather than the last.
- exploring various technologies to create and distribute information electronically.
- determining the needs of our client agencies.
- looking at the way the public uses Government information.
- exploring cooperation with private sector information providers.

I do think there are a couple of policy changes which might benefit the public in the short term.

The first is to make the distinction between "information" and "publication." Using these terms interchangeably has prevented us from even defining the need for a policy. What is the distinction? I think of information as most of the stuff that inhabits our PC disk drives, and even our mainframe tape libraries. It's the words and numbers we use to operate and manage our activities. It's our calendars, our e-mail, our to-do lists, our correspondence, our spreadsheets. And, for the Government, access to it is pretty well defined by the Freedom of Information Act.

What we need is an "Access to Government Publications Act." It sounds like this should be reasonably straightforward. But one of the biggest barriers to such a policy has been the insistence of some people that an electronic information product or service is not a publication. That the term publication implies printing. Let's recognize that playing semantics has been counter-productive. Let's recognize that a publication is a subset of information that is intended to be made public. That the medium in which it is distributed is irrelevant.

The second is to provide a safety net so that the Government's electronic information is available through one or more low-cost public service providers. Agencies might choose to provide their electronic information to private-sector vendors who can enhance it and provide

wide distribution. But the same core information should be available to GPO and NTIS and others. OMB's draft of its revised A-130 moves in this direction by establishing a policy that no agency should create a monopoly for information dissemination. But even this policy can be undermined by legislation.

In the Depository Library Program we must think outside the dotted lines of our present structure. Create a vision of our electronic future. And demonstrate our ability to fulfill that vision.

Remember that great quote from Ralf Hodgson: "Some things have to be believed to be seen." I believe depositories have an electronic future. Our vision must have practical application. Slogans and good intentions don't pay bills, particularly in a time of tight budgets. What will we do with electronic information? For whom? And how do we measure the results?

The next year or two will be more than just interesting. They will be watershed years. Change is not just inevitable. It is here. I urge you to ride that wave. Make it work for you and depository libraries. You have a supportive partner at GPO.



## Welcome and Remarks by Judith C. Russell Director, Library Programs Service

Good morning. I want to join Wayne in welcoming you to the Second Annual Federal Depository Conference. We are delighted that so many of you were able to be here with us today.

How many of you were here last year? I am glad that you were able to come back -- and that you found it worthwhile to come back. I think you will see that we have incorporated many of your suggestions into the conference program.

Those of you who are here for the first time are also welcome. We hope that all of you will enjoy the conference and find it beneficial.

I hope that all of you will use the evaluation form and provide us with your comments and suggestions, so we can continue to improve the conference and make sure that it meets your needs.

Before we continue, I want to take a moment to thank Sheila McGarr and her staff. They have worked extraordinarily hard to put together this program and to handle the myriad of organizational details that a conference of this size requires. Much of their work is invisible -- things flow smoothly and, it appears, effortlessly, but only because of the preparation that has gone before. This "thank you" would normally be done at the end of the

meeting, but Sheila will not be with us on Friday because of her sister's wedding, and I wanted to give you an opportunity to join me in thanking her.

Last year our theme was PARTNERSHIP -- stressing the roles of GPO and the depository libraries as partners in delivery of information from Federal agencies to the public. This year our theme is NETWORKING -- sharing information and resources to fulfill our common mission of getting Federal government information to the public.

This meeting provides a unique opportunity to renew and strengthen existing relationships and to establish new ones -- in a word, to NETWORK! Although we have a full agenda, you will have many opportunities before, during, between and after sessions for informal contact with GPO staff and with one another. It will be an intense few days, but I know it will be valuable for you and for us.

*The strength of this program is its diversity -- diversity of federal information content and formats; diversity of types and sizes of libraries; diversity of clientele at each library and the resources to serve them -- but that diversity also creates a challenge.*

--Judith C. Russell

We are here to provide you with information that you need and to answer your questions, but we are also here to LISTEN and to LEARN from you -- the real experts on delivering depository library services to the public -- so that together we can improve the quality of our services to you and utilize our resources more effectively.

This update session is just the beginning of the process. We will have three sets of Information Exchanges -- two this afternoon and one tomorrow afternoon. In these smaller groups, you will have an opportunity to ask questions and make suggestions ... and obviously you will have other opportunities to talk with us as well.

GPO takes very seriously its responsibility to increase public access to government information through the depository libraries. We expect to go back to the office next week challenged by new ideas and renewed in our commitment to serve you and through you the public.

We hope that you will return to your libraries energized by this conference program and by your colleagues -- with new tools and techniques for managing your programs and serving the public.

As Wayne has pointed out, we are facing substantial challenges in the next few years. This is particularly true with respect to the availability of Federal information in electronic formats.

The Federal Depository Library Program is over 150 years old. In 1995 it will have been administered by GPO for 100 years. GPO was the logical choice for the FDLP because Federal printing is done by or through GPO, but agency information dissemination is changing. Federal information products and services now routinely include CD-ROMs,

diskettes, bulletin boards, and online services.

Although GPO is working with agencies on many electronic products, we are increasingly seeing electronic information that is not produced or procured through GPO and does not get into the depository program. We are seeking appropriate, practical ways to ensure that as much information as possible gets into the program, but we need your help.

Wayne noted on Monday that we cannot do everything and do it well. That we should PLAN, PRIORITIZE, and FOCUS, so that we can target the most important things and make sure that we invest adequate resources to do those things very well.

The strength of this program is its diversity -- diversity of federal information content and formats; diversity of types and sizes of libraries; diversity of clientele at each library and the resources to serve them -- but that diversity also creates a challenge. It is difficult to set priorities and arrive at consensus. It is difficult to achieve a balance between the competing needs and interests of your libraries and the various constituencies that you serve.

We know there will be no perfect or easy solutions, but we want to work with you to identify and evaluate options that are practical, that will satisfy as many of your competing needs and interests as possible, and that will position GPO and the FDLP for the future. This conference is an excellent place to move ourselves forward on this journey.

In a moment we will begin the traditional "GPO UPDATE" -- a run down of the major functional areas of the Library Programs Service and key activities that have taken place or will take place later this year. We hope that these presentations will give you a greater appreciation of "who does what" at GPO. We have tried to anticipate and answer some of your questions. This update should help you to decide which of the Information Exchange sessions you should attend.

Some of these individuals -- Sheila, Gil, Carl -- you will already know. Others you will be meeting for the first time. Every one of these individuals has many years of service at GPO. They represent over 100 individuals back in the red brick building on North Capitol Street who work hard every day to acquire, process, distribute and catalog materials for your libraries and otherwise support the program.

This team of managers has worked closely together during the past year to improve the productivity of LPS and to manage our internal costs more effectively, so that as many of our appropriated dollars as possible can go into the publications that we send to your libraries. I hope that you know, or will know by the end of this week, that this is a dedicated team of individuals who are doing a good job and who are eager to find ways to improve our service.

We know we are not perfect. We know that we can do more and do it better. We know that we sometimes make mistakes. When we make mistakes, we want to know about them, so that we can correct them.

This conference is an opportunity for you to help us meet our goals of high quality, cost effective and timely delivery of Federal information to you and your patrons. Constructive criticisms and suggestions are needed, and they are welcome. We are already implementing a

number of suggestions for improved service or cost savings that have come from the community. We look forward to these few days as another opportunity to explore options and alternatives, and we promise you that each suggestion will be HEARD. It will be carefully evaluated, and it will be implemented if it is practical and cost effective to do so.

With that, let me begin the Update by introducing Jay Baumgardner. Jay has been with GPO since 1978, spending his first 15 years working in the Documents Sales Program. Jay started as Chief, Publications Order Branch and over the years has held key positions in the Documents Sales Service, including coordinator for the Laurel Warehouse, Chief of the Order Division and Chief of Field Operations Division (that is responsible for Pueblo and the GPO bookstores).

Jay joined LPS early in January, bringing his skills from the distribution of sales publications to help us improve the distribution of depository publications. In his short time with us he is already making a difference in our productivity and efficiency -- and has found a number of ways to save money while improving our service.



### **Remarks**

**by Jay Baumgardner**

**Deputy Director, Library Programs Service**

Thank you Judy. Ladies and gentlemen of the library community, welcome to Washington!

I was assigned to my current position on January 5, 1993, by the Superintendent of Documents. The job is operational in nature, to insure that day-to-day operations are carried out. I am also responsible for insuring that all operating units stay within their operating budgets.

A number of items have been administered to since the first of the year. Chief among these is ACSIS - the automated Acquisition, Classification and Shipment Information System, which replaced a manual system. ACSIS implementation is now in its 8th month. It has caused an interim reorganization of the Depository Administration Branch, which is currently made up of three sections designed to support ACSIS. These are:

- Classification and Control Section
- Acquisitions/Micrographics Control Section
- Administrative and Systems Control Section.

I have also concentrated on a number of other areas to establish policy and procedures and provide continuity. Some of our recent accomplishments are:

- Establishing a claims policy;
- Providing an explanation of symbols used for claims on each Shipping List;
- Defining Claims Core List publications;
- Expediting Congressional shipments;
- Establishing a short shipment and raincheck policy, including the rainchecks for shorts dating back to 1987.

*We are committed to notifying the library community, through Administrative Notes, of all changes in procedures and policies that affect depositories.*

*--Jay Baumgardner*

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Later on today, during the Information Exchange, time will be available for you to discuss in depth a number of the subjects I have mentioned with other members of the staff.

As my time is almost exhausted, I would like to introduce the next speaker and member of the team, Gil Baldwin. Gil is familiar to many of you. He has been with GPO since 1973, when he started as an indexer in the Congressional Record Index Office. He joined the Library Programs Service as a cataloger in 1974 and has since served in a variety of positions. He was a cataloging section supervisor for several years, followed by a year as a program analyst in our technical support area. He was chief of the Cataloging Branch from 1986 through 1990, and then headed up the Library Division until the LPS reorganization of September 1992. Since that time he has served as head of the LPS administrative support staff.

**Remarks  
by Gil Baldwin  
Chief, Administrative Support Group**

Thank you, Mr. Baumgardner. Please let me add my greetings to the second annual Federal Depository Conference. It's great that so many of you could make it here to enjoy Washington in the spring!

Much of what we are discussing this week concerns managing change. Of course change is not a new condition in the Depository Library Program, but the pace has definitely picked up. For example, when I started at LPS, Gerald Ford was President, the 1,152 depository libraries received everything in paper, the Monthly Catalog was about 1/2" thick, and we didn't have to worry much about program expenses. Needless to say there have been a few changes over the years...

*As we search for solutions which will enable us to better get you the information which the public expects, we are constantly balancing the demands of the system against the available resources.*

--Gil Baldwin

In my current role I am responsible for a range of Service-wide analytical and support activities. The best feature of this assignment is that I am able to work with people from all parts of LPS. I have a lot of latitude to help other managers come up with solutions, and I feel we're making progress in resolving some of our long-standing problems.

My role in LPS includes investigating operational, resource, or administrative issues, and coming up with recommended solutions.

For example, some of my recent projects were developing the claims core list, documenting the shorts and rain checks policies, processing the rain check backlog, conducting the Congressional Serial Set survey, and so on. Working through some of these projects has raised interesting questions and points about our changes in policies and services. As I work with your input, I keep tabs on the questions which reflect the more general or system-wide concerns. The answers and responses for your concerns and other questions from the field will later appear in articles in Administrative Notes.

Among other things I've been doing are developing policy recommendations and alternatives, and providing them to our management team. As we search for solutions which will enable us to better get you the information which the public expects, we are constantly balancing the demands of the system against the available resources. In doing this balancing act we must consciously decide the most effective use of our finite resources. An example of this evaluation process is the development of the claims core list. Using this list to fill claims will not only save us printing and binding funds, but will permit us to concentrate our limited staffing resources on those materials which are absolutely essential to our Program's information delivery mission.

Acting in the institutional memory mode, I'm a resource person for information on LPS activities and the underlying policy or statutory framework.

I work throughout LPS and with other Documents personnel on automated systems, for mainframe, minicomputer, and personal-computer solutions and applications. In this role I concentrate in the requirements development and systems procurement phases.

I serve as the primary resource for financial management issues in LPS and coordinating LPS' budget preparation and expense tracking activities.

I prepare specifications, statements of work, and cost/benefit analyses for LPS service contracts.

I develop information packages, handouts, and responses to inquiries for a variety of groups and persons, ranging from the Congressional Appropriations Committees to individual depository librarians.

I coordinate projects of LPS administrative support personnel.

I'll be joining Mr. Baumgardner and Mr. Carl Redd in the information exchange sessions emphasizing distribution issues.

Now I have the honor to introduce Carl Redd, the Chief of the Depository Distribution Division. Carl and I share the dubious distinction of being members of the LPS Class of 1974. Carl has held a progression of supervisory positions in LPS, after joining the Service as an assistant supervisor in the Distribution Division. Later he served as Chief of the Processing Branch, and took charge of the Distribution Division in 1989. Carl has been a key player in the elimination of the microfiche backlog. Ladies and Gentlemen, Mr. Carl Redd ...

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**Remarks  
by Carl Redd  
Chief, Depository Distribution Division**

This morning I would like to give a brief overview on Depository Distribution statistics for fiscal year 1992. I will also review what our accomplishments were, where we feel the problem areas are, and what we have proposed for future consideration to improve services.

*Overall our FY 1992 statistics indicate that FY 92 was a record year as 29.7 million copies of 75,000 different titles were distributed. --Carl Redd*

Overall our FY 1992 statistics indicate that FY 92 was a record year as 29.7 million copies of 75,000 different titles were distributed. This makes FY 92 the third consecutive year in which there was a significant increase in the number of titles and copies distributed. In addition, approximately 600,000 maps and 1.8 million microfiche were distributed under interagency agreements established with the U.S. Geological Survey and the Department of Energy.

On the subject of microfiche, I am happy to report that we are now in the process of distributing the remaining 125 microfiche shipments in the current backlog and by the close of business on Friday of this week, microfiche shipments will be completely caught up. Notices on this project to eliminate the microfiche shipment backlog were mailed to you.

I know that many of you are concerned about claims. We are currently in the process of eliminating the paper claims backlog. The backlog has been reduced from over 10,000 to fewer than 2,000 claims. The total number of claims received as a percentage of the total number of copies distributed is 0.22 percent. This finding suggests that Depository Distribution Division personnel distributed the publications to libraries correctly in excess of 99.0% of the time.

The Mail Manifest System was fully implemented in May, 1991, and postage savings to date are estimated at \$500,000. The system creates an itemized listing of parcels being shipped, together with charges. This allows the operator to choose the least expensive method of shipping each parcel. These lists are supplied to UPS or the Postal Service. After a 90-day trial period to determine if U.S. Postal Service specifications were being met, the Library Programs Service received authorization and certification from USPS to utilize the system.

Significant progress was also made on the Lighted Bin System enhancements. Enhancements to the systems software that allows a supervisor or zone operator to verify the proper operation of the electronics and zone bin light wiring at any time have been completed. This operation, worked by an operator or supervisor at the VDT on a daily basis, has greatly reduced the time it takes to detect malfunctioning hardware.

The following proposals are under consideration for future implementation:

- Install a fully automated system to handle claims, annual update, surveys;
- Change item numbers;
- Upgrade mailing systems;
- Use of Roadway Package System for pick-up and delivery of mail.

Now it's my pleasure to introduce Laurie Hall. Laurie came to GPO in 1985 as a cataloger. Since her arrival, Laurie has served as supervisor of a cataloging section and as Chief of the Cataloging Branch. Laurie is currently involved in systems support for the automated ACSIS system, coordinating implementation and staff training.



### Remarks

by Laurie Hall

Chief, Administrative and Systems Support

Good morning! My name is Laurie Hall and I'm currently the Chief of Administrative and Systems Support in the Depository Administration Branch. My responsibility is to coordinate the implementation of ACSIS (Acquisitions, Classification & Shipment Information System) throughout LPS. For those of you who are not familiar with the history of this system, ACSIS is designed as an automated publication tracking system. Its function is to track a publication from the time it is ordered, received, classified, and put on a shipping list, to its distribution to depository libraries.

*ACSIS is designed as an automated publication tracking system. Its function is to track a publication from the time it is ordered, received, classified, and put on a shipping list, to its distribution to depository libraries.*

*--Laurie Hall*

ACSIS is to be implemented in 3 phases. The implementation of Phase 1 is to include the initial loading of data to create the database of bibliographic, acquisitions, and processing information. Activities to take place in Phase 1 also include the training of staff, analyzing, reviewing and refining all procedures and workflow to accommodate an automated system and the debugging of the software. Phase 1 is meant to be the transition phase

both for staff and functions. In some cases, manual functions, i.e. the classification of titles in a manual shelflist, are replaced by automated functions. We anticipate that Phase 1 implementation will be complete in the fall of 1993.

Phase 2 will cover the implementation of a serials control and automated shipping list module of ACSIS. Phase 3 will complete the initial ACSIS plan for the automation of the functions performed by the Micrographics Section.

*...we are evaluating ephemeral and newsletter item numbers as potential candidates to be discontinued from depository distribution.--Laurie Hall*

What can you in the depository community expect to see from ACSIS? Well, you are already seeing some of the byproducts of ACSIS. Procedural changes such as the implementation of the Congressional Shipping List box, the changes in classification policy, the new column called Classification and Cataloging Update in Administrative Notes, the new look of the shipping list, are all changes that are a result of ACSIS. Don't expect perfection immediately. We will still have classification errors, but as our staff continue to work with the system, improvements will be made.

In my role as Chief of Systems Support for the Depository Administration Branch, I am also responsible for DDIS (Depository Distribution Information System). That's the system that maintains all the item selections made by depositories and produces the List of Classes. The DDIS system is an integral part of ACSIS and the implementation of ACSIS highlighted many DDIS system problems that are currently being reviewed by a Superintendent of Documents computer analysis staff member. This is why the March edition of the List of Classes has been delayed. We have cleaned up the March issue in light of classification policy changes and problems in DDIS and we expect to receive the page proofs by the end of next week. Look for the March issue to be out to you by the end of May.

Just a few operational items for your information:

- The Item selection Update will be mailed out to you by May 1 and is due back by July 1, 1993.
- The problem item numbers are being reviewed, with the help of the depository inspectors, to determine what action should be taken. They are reviewing the titles and making suggestions for changes.
- Also with the help of the inspectors and input from depository librarians, we are reviewing format decisions made on several publications, i.e. the Economic Indicators. We have converted some titles back to paper. For more information, see the latest issue of Administrative Notes for changes (v. 14, #9, 4/30/93). We are also making a concentrated effort to try to ship consistent formats for certain titles. I know you get especially perturbed when you get one issue of a periodical in fiche and the next in paper. ACSIS has enabled us to keep better track of the format of previous issues. And we are making every effort to be consistent.
- Also, again with the aid of the inspectors, we are evaluating ephemeral and newsletter item numbers as potential candidates to be discontinued from depository distribution. The inspectors are visiting depository libraries to evaluate specific titles that have not been received in several years and making suggestions concerning items in the program.

For those of you who are taking a tour, please stop by for a quick ACSIS demonstration, and I will be available for questions at the information exchange.

Now, on to Earl Lewter, who is the Chief of the Classification and Control Section in DAB and has been our resident expert on Superintendent of Documents classification since he came to LPS in 1976.



## **Remarks by Earl Lewter Chief, Classification and Control Section**

Good morning and welcome to the Federal Depository Conference. I'm Earl Lewter and I'm in charge of the Classification and Control Section in the Library Programs Service. I also started with GPO in 1973 and in 1976 began working in the classification section. There has been considerable change since then, especially working with an online system today. As was earlier mentioned, ACSIS has been up and running since October and the classifiers are now adjusting quite well. There are still glitches to be worked out, but keep in mind we're still in Phase I of ACSIS, and as Laurie mentioned there will be three phases.

Our main objectives in the Classification Section are to classify the titles for the paper shipping list and to classify the other documents that come in the area for the microfiche shipments. To meet these goals, we divided the classifiers into two groups and trained them. We have four classifiers working entirely on the paper shipping list and one classifier working on separates and the electronic titles. We also have four classifiers working on the incoming mail and preparing the titles for microfiche conversion.

*...we are just about at the point where we're classifying the titles for the paper shipping lists as they are being received in the door. --Earl Lewter*

Initially, the training on ACSIS slowed us down, but now we are just about at the point where we're classifying the titles for the paper shipping lists as they are being received in the door. To further help us meet this goal, we built an additional room in the Receiving Section where we will physically house four or five classifiers. We are shooting for May 1st to make this move. This will enable the classifiers to review the documents as they are being received and prepared for the shipping boxes and to remove any 'problem' publications. These 'problem' publications will be taken out of the box temporarily and sent upstairs to the Administrative Section for further evaluation. If the problem can be resolved in a timely manner it will be placed back in another box.

Since the beginning of ACSIS, quality control has taken top priority. All paper shipments, as well as titles being prepared for microfiche conversion, are being reviewed by management before they are released for shipment. In the first few months of ACSIS, it was

important to check our old files to make sure duplicate Cutter numbers and other class duplication didn't occur. This was necessary because the older Monthly Catalog entries took considerable time to download into ACSIS. Laurie and I spend a great deal of time reviewing each classifier's records for consistency.

With all of these changes taking place, it was decided to suspend the Classification Hotline. We will still respond to inquiries received on the Library Inquiry Form by mail or by fax. Our fax number is 202-512-1196. Most of the responses will be through articles in Administrative Notes or on the Federal Bulletin Board.

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--Earl Lewter

The Classification Manual was completely revised and distributed to all libraries in February. As new policies and procedures are written, it will be updated. ACSIS is still relatively new and not perfected yet, but we are consciously working towards that goal.

For more information or any questions, I will be available this afternoon in the Information Exchange Sessions.

At this time I'd like to introduce our next speaker, Stevie Gray. By no means is he a stranger to the library community. He started with GPO in 1981 in the Micrographics Section. After holding other managerial positions in the Depository Distribution Division, he is back with us as Chief of the Micrographics and Acquisitions Section.



### **Remarks by Stevie Gray Chief, Micrographics and Acquisitions Section**

Thank you Mr. Lewter. Good morning, Ladies and Gentlemen! My name is Stevie Gray and I am currently the Chief of the Micrographics and Acquisitions Section of the Depository Administration Branch. I took over this section in December of 1992.

When I took over the Micrographics Section there were 3 full service contracts in effect. Full service contracts mean that the vendor does the distribution and shipping list preparation and fills the claims, in addition to the conversion and production of microfiche. Since I have been here, 2 more contracts have been awarded and 2 more are due to be awarded by the end of April or the middle of May.

This means that by May there will be 7 full service contracts in effect, including the Bill Shipment. The other 3 contracts will become full service when they come up for renewal. Only 1 contract will not be full service because the volume is too low and the content of the

materials varies too much.

We are presently working on a map contract for microfiche to be awarded sometime in the fall of 1993. This contract will not be a full service contract because of the type of specifications required.

When I came to Micrographics, the section was starting an automated print order control system to help streamline the conversion process and improve the quality of the procurement process. There were 2 terminals in use. Presently we have 5 terminals, and this has helped to expedite the microfiche conversion process and eliminate most of the typical typographical mistakes, such as transposed numbers, on shipping lists or print orders.

I'm sure all of you are aware of the microfiche claims backlog that we have here at the Government Printing Office. We have just filled a vacancy for the microfiche duplicator operator and also have acquired one other staff member from the warehouse division of the Laurel Complex to work exclusively on processing microfiche claims. We are working the oldest claims first because, besides having the ability to duplicate, we have most of the claims still in house though not in order to pull claims from.

Although relatively new to the Acquisitions Section, I am learning a lot. There have been several changes to the Acquisitions Section since the reorganization of the Depository Administration Branch. Several acquisitions staff are now located in the Customer Services Department of the Government Printing Office. Their presence will enable LPS to order the correct quantities for distribution. This will help cut down on the chronic problem of short quantities being distributed to depository libraries and allow us to monitor publications via the ACSIS system. Short shipments will continue to occur for a variety of reasons, but ACSIS will enable the acquisitions staff to identify a title that is received short as soon as the item is received and take steps to procure the extra stock before the title is distributed. There will be fewer rainchecks that will need to be issued.

We are also involved in working the raincheck files. We will be trying to procure the Claims Core List titles for the old rainchecks. The raincheck backlog review team has also identified other significant titles which we will attempt to obtain. A list of the active rainchecks is being prepared and will be published soon.

When possible, we will procure the extra stock before the new titles are distributed, thus reducing the need for rainchecks.

At this time I would like to invite all of you who have an interest in the Micrographics or Acquisitions Section to join me during the Information Exchange.

I would like to introduce at this time Mr. Downing, who is now the Chief of the Cataloging Branch. He too has assumed his duties recently. Mr. Downing was the Chief of the Records Branch of the Sales Management Division of the Documents Sales Service from

1982 to 1992. During this time Mr. Downing was responsible for the GPO Sales Publication Reference File and the Subject Bibliographies.

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## Remarks

**by Thomas A. Downing  
Chief, Cataloging Branch**

Good morning. I am pleased to be with you this morning and will address four matters; the organization of the Cataloging Branch, the objectives of the branch, the cataloging backlog, and potential management initiatives that are intended to speed our bibliographic control of materials entering the workflow.

### **Organization of the Cataloging Branch:**

The Cataloging Branch consists of three sections. The Monthly Catalog Support Section includes 3.5 full time equivalent employees, including a supervisor. This section is responsible for the production of the Monthly Catalog. Cataloging section 1 is composed of nine catalogers and a supervisor. Personnel within this section catalog monographs and maps. Cataloging section 2 is composed of a supervisor and 10 catalogers, 3 of whom are serials catalogers. We hope to hire one additional cataloger before the end of this fiscal year. We have no plans, nor do we have funds, to employ more than 20 catalogers. The Cataloging Branch also includes an administrative librarian for automation and an administrative librarian for cataloging.

### **Objectives of the Branch:**

Our more immediate objective is to publish some form of acceptable bibliographic record to represent each title that has been received within the branch during the preceding month.

We also have an admittedly long-term objective to eliminate approximately 20,000 titles that are in the backlog. Achievement of these objectives will require that we consider various initiatives that will be described in just a moment.

### **Status of the Cataloging Backlog:**

Because our backlog consists of materials that have been held for several years and also titles that have recently been received, our backlog figure fluctuates. For planning purposes, we consider our backlog to be approximately 20,000 titles. This is not a precise figure, but it is safe to say that our backlog does not exceed this number of titles.

We have two ways of processing this backlog; through commercial contracts and through our own efforts. Before our catalogers process materials in the backlog, however, we must assure that all current titles entering the workflow are processed as soon as possible. Because processing older materials is low on our priorities, we must consider commercial contracting to assist with the processing of these older materials.

We have a modest commercial contract for the cataloging of 2,000 titles in the backlog. 1,000 of these titles are NASA microfiche and 1,000 of these titles are FEMA Flood Insurance Studies. This contract is now half completed and, in addition to reducing the backlog, our experience with this contract should help us to prepare what we hope will be a more ambitious contract in the future, most probably during fiscal year 1995.

*Other initiatives will involve determining how information can be shared more efficiently within LPS and how relevant records from various outside sources can be migrated to the Monthly Catalog via electronic transfer.*

--Thomas A. Downing

### Cataloging Initiatives:

Our cataloging initiatives consist of several efforts. The first effort, and one which already has been successful, is to create a work environment that emphasizes production and recognizes catalogers for their initiative, hard work, and ability to balance their cataloging decisions with production requirements. As many of you know, cataloging is challenging work and requires decision-making on a title-by-title basis throughout each day.

Eight of our outstanding catalogers have been or will be recognized for their contributions within the pages of Administrative Notes. They serve as examples of all of those who have increased production of Monthly Catalog records within the most recent six months over the same 6-month period during the previous year. No matter how successful their efforts, however, their work must be supported by other initiatives.

These potential initiatives include determining the materials that absolutely must be cataloged at the full level, and expanding the categories of materials to be cataloged at less than full level. Other initiatives will involve determining how information can be shared more efficiently within LPS and how relevant records from various outside sources can be migrated to the Monthly Catalog via electronic transfer. Yet another consideration would be to publish editions of Monthly Catalog that contain significant numbers of records with data that are not equivalent to data within OCLC, but which would be adequate for purposes of a public catalog. While we acknowledge our commitment to OCLC, we are not obliged to publish OCLC MARC format records within the paper editions of the Monthly Catalog.

Each of these potential initiatives could increase the efficiency of our information processing and reduce operational expenses. As we continue to explore various options, we will consult with you and advise you of our efforts. As you can imagine, consideration of such initiatives will require time for fact finding and costs benefits analysis hence, it may be some time before we can provide you with proposals.

At this time I would like to introduce a person who is well known to many of you, Ms. Sheila McGarr. Sheila began her career at GPO in 1982 as a depository library inspector and worked in that capacity for five years before becoming the chief of the Depository Administration Branch. Sheila was chief of this branch for five years, and eight months ago was assigned to be Chief of Depository Services.



## **Remarks by Sheila McGarr Chief, Depository Services Staff**

As Chief of Depository Services, I am responsible for a variety of activities. The primary responsibility of the Depository Services staff is to monitor the condition of all depository libraries. This is accomplished through periodic inspections visits and the Biennial Survey of Depository Libraries which each depository is required by law to complete. In addition, other responsibilities include the designation and termination of depositories; workshops such as the Interagency Depository Seminar, Federal Depository Conference, and speeches before library groups; liaison with regional depositories; and publications such as Administrative Notes, Instructions to Depository Libraries, Federal Depository Library Manual, Superseded List, etc.

### **Status of Activities**

1. Now that the Congressional District Atlas has been published, staff will be assigning all 1404 depositories to their new Congressional districts resulting from the 1990 Census. This task will determine the number and location of vacancies for potential designation. Our thanks to Virginia and Michigan for supplying this information for their entire states.
2. Biennial Survey questions are being finalized. Then the scanning sheet must be prepared by a contractor. We hope to have it mailed to depositories by July.
3. The 6th Annual Interagency Depository Seminar, which is aimed at new depository librarians who learn about the products and services of various federal agencies, is being held from May 19-26 this year. There are 75 confirmed attendees.
4. The Federal Depository Library Manual was submitted by Anne Diamond and her committee last year. Its publication has been overtaken by events. The first problem was the text was in Macintosh and had to be converted to IBM compatible. The second, LPS reorganization. Thirdly, the GPO Classification Manual, for which I had prior responsibility and which was in the production queue first, was finally distributed in February 1993. Now time can be devoted to preparing the Manual. The inspectors updated all the core lists using a recent List of Classes. Other chapters were revised due to agency changes, e.g. LPS chapter, USGS and DMA in the map chapter, etc. Separate chapters, on Bibliographic Control and Technical Processing, Collection

Development and suggested core lists, were combined. Rather than have the first three chapters contain page after page of core list, they will appear in an appendix. Each chapter will be outlined in a fashion similar to the GPO Classification Manual. Shading, blocks, and graphics to highlight material will be used, and an index will be created. It will have a "look" similar to the Instructions, Superseded List, etc. We hope to have it out by the end of July.

5. The Superseded List was distributed last fall. In order to keep it up-to-date between editions, we inaugurated a new column entitled "Update to the Superseded List" in Administrative Notes. As LPS does not have a library collection, we are dependent on receiving recommendations of superseded items from the depository community.
6. Administrative Notes is distributed to all depositories biweekly in the shipment boxes and is available on our bulletin board up to two weeks earlier by dialing (202) 512-1397. We encourage contributions to Administrative Notes, especially to Electronic Corner and Readers Exchange.
7. Since the Printing Act of 1895, GPO has been authorized to conduct "first hand investigations" of depository libraries. During the remainder of 1993, inspections are planned in a number of states where the libraries were last inspected in 1987 and earlier and some with 1988 dates. Libraries are notified about six weeks before the scheduled inspection. They are evaluated on compliance or non-compliance with access, custody, preservation, and maintenance provisions in Title 44, United States Code and the Instructions to Depository Libraries.

There is a statutory ceiling on travel funds and during fiscal year 1993, inspections were cut by 25% due to budget cuts. We are in the data gathering stage of obtaining criteria used by accreditation agencies of law and academic institutions. As over 70% of our depositories are academic and accredited, we are looking at the possibility of depositories conducting self studies, **not self certification**, in between on-site inspections. Based on an evaluation of the self study, a depository could be inspected earlier than the regular cycle.

*...we are looking at the possibility  
of depositories conducting self  
studies, **not self certification**, in  
between on-site inspections.*

*--Sheila McGarr*

**Remarks  
by Mark Scully  
Director, Information Dissemination Policy**

In May 1987 the Joint Committee on Printing directed GPO to conduct a series of electronic dissemination pilot projects with depository libraries. The JCP's directive to GPO cited the reports and recommendations of the Ad Hoc Committee on Depository Library Access to Federal Automated Data Bases, which was chaired by Bernadine Hoduski. The Ad Hoc Committee had been established in May 1983 to evaluate the feasibility and practicality of providing access to Federal Government information in electronic formats to depository libraries.

Over the years 1988 through 1991, five pilot projects were administered by the GPO. The initial electronic dissemination project was Census Test Disk #2, a CD-ROM product distributed to all depositories in May 1989. During the following year, 1990, another three pilot projects were launched: the Economic Bulletin Board of the Department of Commerce was offered to 100 depositories, and two additional CD-ROM titles were distributed, namely, the 1985 bound Congressional Record and the Environmental Protection Agency's Toxic Release Inventory. The fifth and final pilot project was mounted in 1991 by the Department of Energy to test online bibliographic access and to assess alternative formats for full-text delivery of technical documents.

All of these five pilot projects shared a couple of basic aims: The first aim was obviously to disseminate Federal information in electronic format, either online or on CD-ROM. The second aim was to gather and assess data concerning the results of these dissemination efforts in order to answer some basic questions about:

- the ability of the Government to disseminate information in electronic formats through the depository library program;
- the integration of Government electronic information into depository libraries;
- the use and usefulness of Government information in electronic formats;
- the costs of disseminating Government information to depositories in electronic formats.

Most of the data collection involved surveying libraries and information users with printed questionnaires and, in the case of the Economic Bulletin Board, with online surveys. Government cost data were derived from agency financial records.

Our analysis of the library and user survey returns looked at responses by library size (small, medium, and large libraries) and by library type (academic, public, and others). Cross-tabulations between questions were performed where it seemed appropriate. We also tried to evaluate the survey response data in terms of the effects and benefits of the particular CD-ROM or online service on the libraries and their users. Any increase in user capability was regarded as beneficial, while a loss in capability was considered adverse. The data

collection instruments were also designed to elicit responses that would identify the positive aspects of the various electronic products and services, as well as any problems or difficulties that were experienced in the libraries.

The initial pilot project report, entitled *Reading the Congressional Record on CD-ROM*, was published in December 1992 and distributed to all depository libraries. Now, I know that you have all read this report, but let me touch on some of the more salient highlights just to refresh your memories:

*Librarians indicated a general acceptance of CD-ROM technology for the [Congressional Record] and nearly two-thirds favored the issuance of future CR years on CD-ROM.*

--Mark Scully

- 43% of the libraries with equipment, that is 401 libraries, actually installed and used the Record CD-ROM during the two-month test period;
- Librarians indicated a general acceptance of CD-ROM technology for the CR and nearly two-thirds favored the issuance of future CR years on CD-ROM. At the same time, only 38% of the responding libraries would accept CD-ROM as a substitute for paper format. Paper stands as the CR format of choice for 58% of those librarians, though 57% would accept CD-ROM as a substitute for microfiche.
- Both librarians and users expressed dissatisfaction with the CR CD-ROM prototype. More than half (57%) were dissatisfied with the software.

The CR CD-ROM report contains much more in the way of facts and findings that should be of interest to many of you, and I encourage you to peruse your library's copy if you haven't yet done so.

Now, when can you expect to see the four remaining pilot project reports that are now in preparation? We intend to complete and issue the four reports during the summer of 1993 and to distribute copies to all depository libraries. I should note that three of these reports-- the Economic Bulletin Board, and the Census and EPA CD-ROM reports-- are being written within GPO and will resemble the CR CD-ROM report in their organization and format. The fifth report is being prepared by the Department of Energy and may look somewhat different.

Let me assure you that no one is more anxious to complete these reports than the members of our team who are preparing the reports. It will be a great relief for us to put this task to rest. At the same time, I can honestly say that the opportunity to work on these pilot projects has presented each of us with a considerable challenge and teaming experience. We only hope that the resulting pilot project reports will provide some useful findings and insights both to librarians and to Government decision makers.



## Wanted: Collection Development Policies

The Depository Services Staff at LPS would like to provide more guidance to depository libraries in drafting collection development policies. Although the Federal Depository Library Manual provides a philosophical framework for developing a collection development policy, examples from existing collection development policies would make the effort more practical. If you have a written collection development policy that has been useful in your depository, or if you know of a good one in use at a neighboring depository, please send a copy to:

Greta Boeringer  
U.S. Government Printing Office  
Library Programs Service (SLL)  
Washington, D.C. 20401



### Depository Library Inspection Schedule, May 1993

**New York: Robin Haun-Mohamed**

Tues. 11	Sparkill . . . . .	St. Thomas Aquinas College Library
Wed. 12	Brooklyn . . . . .	Brooklyn College Library
Thur. 13	Brooklyn . . . . .	Pratt Institute Library
Fri. 14	New York . . . . .	New York Law School Library
Mon. 17	Brooklyn . . . . .	State U. of NY, Health Center at Brooklyn Library
Tues. 18	Brooklyn . . . . .	Brooklyn Law School Library
Wed. 19	Brooklyn . . . . .	Brooklyn Public Library
Thur. 20	New York . . . . .	Cardozo School of Law Library

**Illinois: Joe Paskoski**

Thur. 20	Chicago . . . . .	Northwestern U. Law School Library
Fri. 21	Chicago . . . . .	U. of Chicago Law Library
Mon. 24	Chicago . . . . .	John Marshall Law School Library
Tues. 25	Chicago . . . . .	U. of Chicago Library
Wed. 26	Chicago . . . . .	Chicago Public Library
Thur. 27	Chicago . . . . .	U.S. Courts Library
Fri. 28	Chicago . . . . .	Loyola U. Law School Library

**Pennsylvania: Greta Boeringer**

Mon. 24	Philadelphia . . . . .	U. of PA Library
Tues. 25	Philadelphia . . . . .	Temple U., Paley Library
Wed. 26	Philadelphia . . . . .	Biddle Law Library
Thur. 27	Philadelphia . . . . .	U.S. Court of Appeals, 3rd Circuit Library
Fri. 28	Philadelphia . . . . .	Temple U. Law School Library



## Newsletters, Preprints Slated for Removal from Depository Distribution

The following is a list of titles that are candidates to be discontinued as depository items. Many of the titles are ephemeral in nature and are duplicates of items already distributed to depository libraries in other formats. The list has been compiled from a variety of sources; inquiries received from librarians, input from the library inspectors and from research using depository collections. In an effort to make better use of limited financial resources, the following items will be discontinued from depository distribution on July 1, 1993.

Items on this list will no longer appear in the List of Classes. Titles appearing on this list will still be cataloged and appear in the Monthly Catalog and on the GPO Cataloging Tapes.

If you have comments and concerns about titles on this list, please use the Inquiry Form to respond by fax to (202) 512-1196.

### Newsletters

0013-L	A 1.133:	News (Press Releases) (irregular)
0013-M	A 1.133/2:	News, Daily Summary
0013-N	A 1.133/3:	News, Feature
0021-T-04	A 110.10:	Food News for Consumers (irregular)
0082-A-04	A 13.52/10-2:	Newsletter, Forest Pest Management Methods Application Group
0082-D-09	A 13.32/4:	Forest Fire News
0084	A 13.128:	Your Changing Forests, News on the Black Hills National Forest
0148-C	C 3.238/A:	Data User News
0244-F	C 13.70:	TBT (Technical Trade Barriers to Trade) News
0273-D-17	C 55.220/9:	STP Newsletter
0306-A-20	D 1.88:	Standardization and Data Management Newsletter (Quarterly)
0325-B-18	D 101.96:	All Points Bulletin, the Army Financial Management Newsletter
0424-B-05	D 2.19/7:	Current News, Special Edition, Selected Statements
0424-B-06	D 301.89/6:	Current News, Energy Edition
0429-A-18	E 1.114:	Argonne News (irregular)
0429-E-03	TD 8.33:	Fuel Economy News
0431-J-09	EP 1.98:	EPA Newsletter, Quality Assurance
0447-B-03	HE 20.3865:	News Notes
0461-B-05	ED 1.71:	News Digest
0480-B-01	HE 20.4043:	HHS News, Food and Drug Administration
0497-D-06	HE 20.8015:	HHS News (News Releases) (irregular)
0506-D-12	HE 20.3364/3:	NICHD News Notes
0507-N-07	HE 20.3407:	Research News (Press Releases)

0508-G	HE 20.6229:	Reviews of New Reports (News Releases)
0508-G-08	HE 20.6213/3:	News of the Hispanic Health and Nutrition Examination Survey
0523-E	HE 3.68/4:	Systems Information Newsletter
0529-A-01	HE 23.10:	Human Development News
0580-C-09	GS 12.17/3:	Information Resources Management Newsletter (Bimonthly)
0582-N-01	HH 1.104:	Elderly News Update
0611-P-01	I 49.88:	Fish & Wildlife News (Quarterly)
0621-E	I 19.115/3:	Mineral Resources Newsletter
0621-E	I 19.115/4:	FGD (Federal Geographic Data) Newsletter
0624-E	I 19.71:	National Cartographic Information Center: Newsletter
0637-A-02	I 28.170:	FWP (Federal Women's Program) Newsletter
0660-G	I 27.18:	Safety News (Quarterly)
0722-A-02	J 1.14/19:	NCIC (National Crime Information Center) Newsletter
0722-A-02	J 1.14/20:	FBI National Academy Associates Newsletter (Quarterly)
0724-B	J 21.17:	Western Regional Newsletter
0766-C-12	PREX 1.10/4:	President's Committee on Employment of the Handicapped: Press Releases
0768-T	L 2.41/12:	News, Employment and Wages in Foreign-Owned Businesses in the United States
0769-P	L 2.120/2-2:	News, Average Annual Pay by State and Metropolitan Statistical Area
0769-P	L 2.120/2-7:	News, Report on Quality Changes for Model Passenger Cars
0769-P	L 2.120/2-9:	News, Continued Gains in Industry Productivity
0769-P	L 2.120/2-11:	News, BLS Reports on Survey of Occupational Injuries and Illnesses in ...
0771-F	L 1.79:	News
0771-F-01	L 1.77:	Weekly Newspaper Service (Weekly)
0806-A-04	LC 19.13/2:	DBPH News Update (Quarterly)
0830-C-02	NAS 1.72:	International Halley Watch Newsletter
0851-J-01	HE 20.109:	Presidents Council on Physical Fitness and Sports: Newsletter
0956-D	T 22.55:	Director's Newsletter, Chicago District
0956-J	T 22.2/15:6741/	News You Could Use, A Report on HRMS Programs
0956-J	T 22.2/15:7371/	Inspection National News
0956-J	T 22.2/15:7446/	Currency & Banking News Digest
0956-J	T 22.2/15:7578/	CATP News
0956-J	T 22.2/15:7583/	Reflections
0970-A-09	T 63.213:	PD (Public Debt) News, Special Editions (irregular)
0985-D	VA 1.72:	Newsletter, Regeneration Research
0989-G	VA 1.49:	Veterans Educations Newsletter
0989-G	VA 1.48/2-2:	Research News
0989-G-01	VA 1.56/2:	Newsletter, North Central Regional Medical Education Center
0989-G-02	VA 1.56/3:	Newsletter, VA Medical Center, Phoenix, Arizona
0989-G-03	VA 1.56/5:	Newsletter, VA Medical Center, Allen Park, MI
1049-H	Y 3.AD 6:9-2	Administrative Conference News

1051-H-26	Y 3.N 88:51/	ITS (Information Technology Services) News (Quarterly)
1051-H-27	Y 3.N 88:57/	NMSS Licensee Newsletter
1062-C-20	Y 3.C 76/3:7/	Press Releases
1062-C-21	Y 3.C 76/3:11-4	Safety News
1089-A-01	Y 3.L 17:	Literacy News

### Preprints, Reprints, Separates, etc.

0017	A 1.10/A:	Yearbook (Separates)
0025-A	A 77.12/A:	Agricultural Research (Separates)
0134-A	C 3.24/9:	Annual Survey of Manufacturers: Preprint Series
0148-C	C 3.238/A:	Data User News (Separates)
0228	C 59.11/A:	Survey of Current Business (Separates)
0250-E-01	C 55.14/A:	NOAA (Semiannual) (Separates)
0306-A-20	D 1.88:	Standardization and Data Management Newsletter
0334	D 103.1/A:	Annual Reports (Separates)
0385-D	D 206.7/A:	U.S. Navy Medicine (Separates)
0407-C-02	D 210.17/2/A:	Naval Research Laboratory Review (Separates)
0431-I-66	EP 1.67/A:	EPA Journal Reprint
0461-A-12	ED 1.109/A:	Condition of Education (Separates)
0475-H-01	HE 20.4010/A:	FDA Consumer (Separates)
0485	HE 20.2/A:	General Publications (Separates)
0488	HE 20.3161/A:	Journal of National Cancer Institute (Separates)
0497	HE 20.30/A:	Public Health Reports (Separates)
0497-D-06	HE 20.8013/A:	ADAMHA News (Separates)
0507-A-30	HE 20.3013/6 A:	Research Resources Reporter (Separates)
0507-A-53	HE 20.3008/S A:	NIH Guide for Grants and contracts (Separates)
0507-B-07	HE 20.8115/A:	Schizophrenia Bulletin (Separates)
0507-Z-01	HE 20.8109/A:	Psychopharmacology Bulletin (Separates)
0508-A-03	HE 20.7009/4:	MMWR (Morbidity and Mortality Weekly Report) Injury Prevention Reprints (Annual)
0508-A-05	HE 20.7009/2 A:	MMWR Surveillance Summaries (Separates)
0512-A-10	HE 22.18/A:	Health Care Financing Review (Separates)
0523-A-03	HE 3.3/A:	Social Security Bulletin (Separates)
0573	AE 2.106/A:	Federal Register Reprint Series (and Unnumbered Separates)
0717-C-05	J 1.14/8 A:	FBI Law Enforcement Bulletin Reprints (Separates)
0768-C-16	L 2.3/4 A:	Reprints from the Occupational Outlook Handbook
0770	L 2.6/A:	Monthly Labor Review (Separates)
0770-A	L 2.70/4 A:	Occupational Outlook (Separates)
0843-B	P 1.12/11 A:	Domestic Mail Manual (DMM) (Separates)
0957	T 22.23/A:	Internal Revenue Bulletins (Separates)
0964-C	T 22.35/4 A:	Statistics of Income Bulletin (Separates)
0968-H-10	J 28.14/A:	NIJ Reports/SNI (Reprints)

# Contractor-Issued Microfiche Shipping Lists

April 30, 1993

1993-03

Shipping List #	Shipping List Date	Contractor	Contract #
93-0518-M	04-12-93	B&H	789
93-0519-M	04-13-93	B&H	789
93-0520-M	04-12-93	B&H	789
93-0623-M	04-23-93	MICROFORM	613
93-0624-M	04-02-93	ANACOMP	788
93-0625-M	04-05-93	ANACOMP	788
93-0626-M	04-23-93	MICROFORM	613
93-0627-M	04-13-93	B&H	789
93-0628-M	04-12-93	ANACOMP	788
93-0675-M	0430-93	MICROFORM	613
93-0676-M	05-07-93	MICROFORM	613
93-0677-M	04-20-93	B&H	789

# Classification/Cataloging Update

May 6, 1993

1993-05

Item #	Class #	Shipping List #	Title	Change
0120	A 57.2:50 3/6/992	92-0379-P	Proceedings of the Eighth International Soil Correlation Meeting (VIII ISCOM): Characterization, Classification, and Utilization of Wet Soils, Louisiana and Texas, March 1992	Change class to: A 57.2:SO 3/66/992
0288-A	CR 1.2:AS 4	93-0292-M	Civil Rights Issues Facing Asian Americans in the 1990s	Duplicate. Correct class: CR 1.2:AS 4/4, SL 92-1829-M
0329	D 101.11:5-232	93-0101-P	Elements of Surveying, TM 5-232, June 1971	Duplicate. Correct class: D 101.11:5-232/3

# Classification/Cataloging Update

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1993-05

Item #	Class #	Shipping List #	Title	Change
0329	D 101.11:5-809-10	93-0178-P	Seismic Design for Buildings, Army TM 5-809-10, Oct. 1992	Change class to: D 101.11:5-809-10/993
0329	D 101.11:5-2410-234-14&P-2	93-0112-P	Operator's, Organizational Direct Support...Tractor, Full Tracked, Low Speed, Heavy Drawbar Pulls (Size T-11) w/angle Dozer...	Change class to: D 101.11:5-2410-234-14&P-2/993
0329	D 101.11:9-2350-222-20-2-1	93-0097-P	Turret for Combat Engineer Vehicle, M 738 (2350-00-795-1797) Reprint includes current pages from changes 1 through 3	Change class to: D 101.11:9-2350-222-20-2-1/992
0329	D 101.11:38-703/992	93-0093-P	Integrated Logistic Support (ILS), Management Guide, Nov. 1969	Duplicate. Change class to: D 101.11:38-703
0329	D 101.11:55-1520-248-23-6	93-0396-P	Aviation Unit and Intermediate Maintenance Manual, Army Model, OH-58D Helicopter, Jan 12, 1988, TM 55-1520-248-23-6 (has changes 1-3)	Change class to: D 101.11:55-1520-248-23-6/992
0329	D 101.25:43-0144/991	93-0056-P	Painting of Watercraft, TB 43-0144, 5 Oct. 1990.	Duplicate. Correct class: D 101.25:43-0144/990, SL 91-0796-P
0431-I-01	EP 1.2:AG 3/2	91-0467-P	U.S. Environmental Protection Agency Advisory Committees, Charters, Rosters, and Accomplishments, April 1991	Change class to: EP 1.2:C 73/8/991
0431-I-01	EP 1.2:C 76/16	92-2386-M	Assessing the Environmental Consumer Market, April 1, 1991	Duplicate. Correct class: EP 1.2:C 76/15, SL 91-472-P
0455-B-02	ED 1.2:L 6/4	93-0170-P	FY 92 Application for Grants Under Library Education and Human Resource Development Program	Change class to: ED 1.302:L 61/5

# Classification/Cataloging Update

May 6, 1993

1993-05

Item #	Class #	Shipping List #	Title	Change
0455-B-02	ED 1.2:W 89/ EXEC.SUM.	93-0221-M	Working with Families, Promising Programs to Help Parents, Support Young Children's Learning. Executive Summary	Change class to: ED 1.2:W 89/5/ EXEC.SUM.
0455-B-02	ED 1.2:W 89/ SUM	93-0221-M	Working with Families, Promising Programs to Help Parents, Support Young Children's Learning. Summary	Change class to: ED 1.2:W 89/5/SUM.
0455-M	ED 1.37:P 92	93-0043-P	Ask Your Principal About the Presidential Academic Fitness Award, Tenth Anniversary, (Poster)	Change class to: ED 1.37:P 92/2
0512-A-22	HE 22.8/9: TRANS.104/992	93-0131-P	Medicare Outpatient Physical Therapy and Comprehensive Outpatient Rehabilitation Facility Manual HCFA-Pub. 9 through T 104 Rev. (1/92)	Duplicate. Correct class: <b>HE 22.8/9:992 SL 92-0124-P</b>
0546-D	GA 1.13:NSIAD- 92-77	93-0305-M	Environmental Cleanup: Observations on Consistency of Reimbursements to DOD Contractors	Change class to: <b>GA 1.13:NSIAD-93- 77</b>
0552-A	GP 3.22/5:991/2	91-0826-P	Electronic Information Products, SB-314, 1991	Change class to: <b>GP 3.22/2:314/991-2</b>
0552-A	GP 3.22/5:992	92-0557-P	Electronic Information Products, SB-314, 1992	Change class to: <b>GP 3.22/2:314/992</b>
0574-B	AE 2.108:F 31/2	93-0165-P	The Federal Register:What it is and How to Use it. Rev. 1992	Change class to: <b>AE 2.108:F 31/992</b>
0594-C-09	FEM 1.209: 120119-120124	unknown MF	Indian River County, Florida and Incorporated Areas. May 4, 1989	Change class to: <b>FEM 1.209: 120119/ETC.</b>
0594-C-43	FEM 1.209: 481282/480669/48 0668/V.2/ETC.	unknown MF	Flood Insurance Study, Williamson County, TX & Incorp. Areas, V. 2 of 2, Community Nos.-481282, FEMA, 9/27/1991	Change class to: <b>FEM 1.209: 481282/ETC./V.2</b>

# Classification/Cataloging Update

May 6, 1993

1993-05

Item #	Class #	Shipping List #	Title	Change
0594-C-43	FEM 1.209: 481282/480669/ 480668/V.3/ETC.	unknown MF	Flood Insurance Study, Williamson County, TX & Incorp. Areas, V. 3 of 4, Community Nos.-481282, FEMA, 9/27/1991	Change class to: <b>FEM 1.209: 481282/ETC./V.3</b>
0594-C-43	FEM 1.209: 481282/480669/ 480668/V.4/ETC.	unknown MF	Flood Insurance Study, Williamson County, TX & Incorp. Areas, V. 4 of 4, Community Nos.-481282, FEMA, 9/27/1991	Change class to: <b>FEM 1.209: 481282/ETC./V.4</b>
0603-G	I 1.98:D 24/ DRAFT	88-0268-P	Death Valley National Monument: Draft Environmental Impact Statement and Draft General Management Plan. 1988	Change class to: <b>I 1.98:D 34/DRAFT</b>
0603-G	I 1.98:G 76/ DRAFT	93-0227-M	Draft Environmental Impact Statement General Management Plan Development Concept Plan, U.S. Dept. of the Interior, April 1992	Change class to: <b>I 1.98:G 76/3/DRAFT</b>
0603-G	I 1.98:OR 3/ DRAFT	93-0239-M	Executive Summary Western Oregon Draft Resource, Management Plans/Environmental Impact Statements. August 1992	Change class to: <b>I 1.98:OR 3/3/EXEC. SUM./DRAFT</b>
0603-G	I 1.98:P 58/ DRAFT	93-0267-M	Draft Environmental/ Impact Statement for the Trail Protection Study. Pico/Killington Section, Appalachian National Scenic Trail/Vermont.	Change class to: <b>I 1.98:P 58/2/DRAFT</b>
0612	I 49.2:EC 7/17	93-0113-P	National Ecology Research Center	Change class to: <b>I 49.2:EC 7/16/93</b>
0619-M-03	I 19.41/6-3: AR 4 K/989	93-0196-P	Arizona Index to Topographic and Other Map Coverage, Oct. 1989	Change class to: <b>I 19.41/6-3: AR 4 I/989</b>

# Classification/Cataloging Update

May 6, 1993

1993-05

Item #	Class #	Shipping List #	Title	Change
0745	L 1.2:B 86/4	92-1295-M	Microcomputer Training Catalog, Building Labor's Force, The DOL Academy, FY 91	Change class to: L 1.86/2:1991
0746-H-02	L 37.23:992	90-0599-P	Training and Employment Report of the Secretary of Labor, covering the Period July 1986-September 1987	Change class to: L 37.23:986-87
0746-H-02	L 37.23:992	92-0381-P	Training and Employment Report of the Secretary of Labor, covering the Period July 1987-September 1988	Change class to: L 37.23:987-88
0746-H-02	L 37.23:992	93-0143-P	Training and Employment Report of the Secretary of Labor, covering the Period July 1988-September 1990	Change class to: L 37.23:988-90
0769	L 2.2:B 62	91-0697-P	SCANS, Blueprint for Action: Building Community Coalitions	Change class to: L 1.2:B 62
0769	L 2.2:B 62/992	92-0695-P	SCANS, Blueprint for Action: Building Community Coalitions, 1992	Change class to: L 1.2:B 62/992
0780-A-01	L 37.2:T 68/6	91-0285-P	Improving the Quality of Training under JTPA	Change class to: L 37.22/2:91-A
0950-A	T 17.5/2:C 96/4	93-0114-P	U.S. Customs Foreign-trade Zones Manual, Pub. 559	Duplicate. Correct class: T 17.5/2:F 74 SL 91-0486-P
1000-E	Y 1.1/2: SERIAL 13929	93-0156-P	101-1: U.S. Congressional Serial Set, Senate Reports, Numbers 216-235	Change item to: 1008-E

## Update to the List of Classes

May 6, 1993

1993-07

Class no.	Item no.	Change/Notice
NF 2.8/2-14: (date)	0831-B-02	<b>Music Ensembles/Chamber Music/New Music/Jazz Ensembles/Choruses/Orchestras/Composer in Residence/Consortium Commissioning.</b> Change title to: <b>Music, Chamber/Jazz Ensembles, Jazz Special Projects/Services, Choruses, Orchestras, Composer in Residence, Music Festivals.</b>
NF 2.8/2:(date)	0831-B-02	<b>Visual Arts Organizations...</b> Change title to: <b>Visual Arts, Visual Artists Organizations, Visual Artists Public Projects, Special Projects.</b> Change class to: <b>NF 2.8/2-15:</b>

## Whatever Happened To . . . ? ? ?

May 6, 1993

1993-03

Class no.	Item no.	Status
D 1.2:T 13/	0306	According to the Defense Department, Part 1 of the <b>Tailhook Report</b> contains sensitive information and will not be released at this time. <b>Tailhook 91, Part 2, Events at the 35th Annual Tailhook Symposium 1993</b> will be distributed to depositories on shipping list 93-243-P.



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